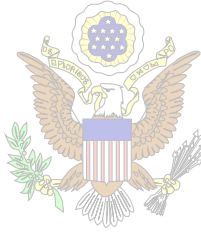


**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

LAWRENCE K. BAERMAN
Clerk

JOHN M. DOMURAD
Chief Deputy



James M. Hanley Federal Building
P.O. Box 7367, 100 S. Clinton St.
Syracuse, New York 13261-7367
(315) 234-8500
Fax (315) 234-8501

April 7, 2004

VACANCY ANNOUNCEMENT
#04-01-DC

Position Title: Clerk

Position Location: U.S. District Court, 10 Broad Street, Utica, New York 13501

Status: Temporary Full Time*

Starting Salary: CL 22/01(\$20,937)

*Subject to the availability of funds and will not exceed 09/30/2004.

DUTIES AND RESPONSIBILITIES:

The position duties include but are not limited to: greet clients, answer phones, open mail, filing, data entry, and general office duties. Must be able to prioritize and complete daily tasks according to policies and procedures. For a complete job description, please see attached.

QUALIFICATION REQUIREMENTS:

To qualify for the position, the incumbent must have minimum of a high school diploma or equivalent. Higher education with 2+ years work experience in an office environment desired. Must be computer literate in a Windows environment and have working knowledge of WordPerfect, and be familiar with web-based programs. No benefits available.

Please forward a cover letter and resume by 04/19/2004 to: U.S. District Court, Attn: Michele Louise, P.O. Box 7367, Syracuse, NY 13261. Requested information may also be faxed to (315) 234-8701.

This Court is an Equal Opportunity Employer.

BENCHMARK for CL 22 (Records and Reproduction Clerk)

Introduction

This position is located in the Clerk's Office. The incumbent maintains the files for the court unit and makes copies of records for various requestors.

Representative Duties

Sorts, classifies and files case records.

Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.

Retrieves files and makes copies of records for court personnel, attorneys, and others.

Prepares and ships records to the appropriate Federal Records Center. Also retrieves records from centers when needed.

Operates a variety of copying and records equipment.

Factor 1, Job Requirements:

Detailed knowledge of the court unit's filing system and operation of the copying and records equipment. Good knowledge of the different functions performed within and outside the unit in order to properly route materials.

Factor 2, Scope and Effect of Work:

Proper maintenance of files is important to the unit because prompt location and retrieval of files affect all concerned in terms of time and accuracy.

Factor 3, Complexity:

The filing and copying process are standard. Requestors are not always clear as to what they are seeking, requiring the incumbent to inspect different documents and look in several files in attempting to satisfy the request.

Factor 4, Work Parameters:

Procedures and processes are well established and supervisor(s) are readily available.

Factor 5, Personal Interactions:

There is daily contact with others in the court to provide and receive files. There is also daily contact with attorneys and the public at large for the purpose of providing copies or information from the files.

Factor 6, Environmental Demands:

Work is normally performed in an office setting. Lifting heavy boxes is required.